

~~SECRET~~
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 8 December 1949

25X1A9a FROM : [REDACTED]

SUBJECT: Report of Operations by the General Services Branch during the month of November, 1949.

Volume:

- | | |
|--|-------------|
| a. Requests for services on hand prior to November | 5 |
| b. Requests for services received in writing during November | 168 |
| c. 1. Orders submitted to GSA chargeable to quarterly encumbrance. | 78 |
| 2. Special orders submitted to GSA not chargeable to quarterly encumbrance. \$14,905.00 | 10 |
| 3. Orders submitted to GSA nonreimbursable | 47 |
| 4. Approximately 1760 phone calls received during November. | |
| d. Space moves during November | 9 |
| Total personnel moved | 20 |
| Equipment moves | 16 |
| Man hours worked by GSA | 200 |
| Estimated cost | \$289.60 |
| e. Requests for services on hand November 30. | 38 |
| f. Reimbursement to GSA for regular assigned laborers to warehouse. 3580 man hours | \$5012.00 |
| g. Protective Services (GSA Guard Posts) | |
| Reimbursable Posts - \$35,100.00 | 81 |
| Non-reimbursable Posts | 26 |
| h. Monies paid to GSA during month of September | |
| GSA Guards | \$34,366.77 |
| GSA Laborers and trucks | 1,195.14 |
| Alterations and Installations | 5,336.65 |
| Miscellaneous | 3,446.71 |
| i. Problems: None. Preparation of space plans prevented expeditious handling of a number of requests for moves of equipment and personnel. | |

Attachment

~~SECRET~~